



Maine Department of Transportation
Open Competitive
Vacancy Announcement
Office Associate II

Bulletin 13-69

CODE: 6542

RANGE: 13

(\$25,958.40 – \$36,358.40)

Value of State-paid Health & Dental Insurance – Effective July 1, 2013

\$358.71 bi-weekly: Less than or equal to \$30,000.00–5% Employee Contribution of Premium

\$340.52 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00–10% Employee Contribution of Premium

Value of State's share of employee's retirement: 17.07 % of pay

SEARCH OPENED: 08/19/13

CONTACT: Stephanie Bunker

CLOSING DATE: 08/30/13, 4:30 pm

TELEPHONE: (207) 624-3059

POSITION TYPE: Permanent full-time

LOCATION: Augusta

POSITION #: 02500-1035

BUREAU/DIVISION: Executive Office

JOB DESCRIPTION: This is advanced clerical work of an independent nature. Responsibilities include, but are not limited to: drafting letters, processing electronic vouchers and invoices, tracking bid information, filing final documents into TEDOCS, as well as, working with the Department's Legislative Liaison. Additional duties include mail distribution, photocopying, answering the main line of the Department then transferring to appropriate personnel, dealing with basic enquiries, welcoming and assisting members of the public, clients, project bidders and visitors of the Department, both in person and over the telephone, as well as, directing them to their meeting or appointment. This position requires strong interpersonal and communication skills, a friendly and confident manner with the ability to handle stressful situations diplomatically. Good organizational skills are critical, as well as, the ability to prioritize the workload. Knowledge and experience in the following: communication systems, including telephone, fax, email, photocopiers; computer skills including word processing, databases, excel spreadsheets, electronic files/scanning; recording incoming and outgoing messages, and all other basic office duties.

MINIMUM QUALIFICATIONS: In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision-making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be scored and placed on the register. **This is an "Apply Now" application method found at (http://www.maine.gov/bhr/state_jobs/open_jobs.shtml).** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Stephanie Bunker, 207-624-3059** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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